

NOTICE OF HEARING

MTT Docket No. #####

John & Jane Doe
123 Main St
Anywhere, MI #####

Assessor
Twp or City of Anywhere
456 Main St
Anywhere, MI #####

(PETITIONER)

(RESPONDENT)

RE: John & Jane Doe

Location of your hearing is listed here

TO THE ABOVE NAMED PARTIES: Please take notice that a SMALL CLAIMS HEARING on this case will be held before the Michigan Tax Tribunal at

Time and date, at Name of Building, Address, Hearing location and City

PLEASE NOTE, you or your representative(s) must be available at the time mentioned above and be prepared to proceed with the hearing, pursuant to 1973 Public Act 186 as amended. Hearings are scheduled for 30 minutes but can be extended at the discretion of the Tribunal, depending on the circumstances of the case.

Notice of withdrawal or settlement of an appeal must be submitted in writing and received prior to the date of the hearing or the party or parties may be subject to court costs.

Documentary evidence not submitted to the Tribunal and opposing party at least 14 days before the date of the hearing may be excluded if it is determined that the admission of the evidence would be prejudicial as provided by TTR 342.

If a party cannot be available for the telephonic hearing, the case may be heard "on the file". A request to hear a case "on the file" must be submitted in writing and received prior to the date of the hearing as provided by TTR 317.

Adjournment requests must be **submitted in writing and provide good cause** to justify the granting of the request. If an adjournment request is received less than 14 days before the date of the hearing and granted, both parties will be prohibited from submitting any further documentary evidence unless otherwise ordered by the Tribunal.

*****PROPERTY TAX APPEALS*****

Pursuant to MCL 205.737(3), petitioner has the burden of proof in establishing the true cash value of the subject property.

PLEASE NOTE: Pursuant to PA 21 of 1993, each appeal in the Small Claims Division shall include all tax years subsequent to the year in which the original appeal was filed, if the hearing takes place after the Board of Review has confirmed the assessment roll for that year. At hearing a party may request that a particular year be excluded from the appeal.

Persons with disabilities requiring accommodations for the Tribunal hearing should contact the Tax Tribunal accommodations coordinator at (517)241-3333, 14 days in advance of your scheduled hearing date.

ENTERED: ##/##/####